

NOTICE TO PROVIDERS OF CONTINUING EDUCATION FOR MARYLAND MORTICIANS

In accordance with Title 7, Morticians Act, 7-314©(4) of the Annotated Code of the State of Maryland, the Maryland State Board of Morticians and Funeral Directors is authorized to require continuing education for the renewal of Morticians licenses issued by the Board. Any individual or organization desiring to provide continuing education program to be approved by the Board must meet the following requirements.

APPLICATION:

The provider shall submit a printed or typed application on a form provided by the Board. One copy of the form may be mailed to: Continuing Education, Maryland State Board of Morticians and Funeral Directors, 4201 Patterson Avenue, Baltimore, Maryland 21215 or emailed to darlenecline@maryland.gov.

A vendor processing fee of \$100.00 must be submitted each year for programs to be approved for that year for all providers within the State.

Any individual or organization seeking approval for a seminar, workshop or presentation shall submit a application (must be received by board) at least 60 days in advance of the anticipated activity, as well as documentation indicating the number of Continuing Education Units (CEU) that will be proposed, a description of the course, qualifications of the presenter, a course outline and a copy of any manuals, handouts or other documents to be distributed.

Continuing Education Units shall be submitted to the Board for the purpose of documenting the course and the final hours the board will approve, if the programs are: (1) Approved by the Academy of Funeral Service Practitioners (2) Sponsored by National Service Organizations (3) Sponsored by State Associations (4) Sponsored by Local Associations (5) Provided by Suppliers or (6) Already approved by The Board. All programs when approved will be posted on the board website.

CRITERIA

A continuing education course or workshop may be qualified for approval if the Board determines that it:

1. Constitutes an organized program of learning, including a symposium, which contributes directly to the professional competency of the licensee
2. Is related to the practice of mortuary science
3. Is conducted by individuals considered experts in the subject matter of the program by reason of education, training or experience.

A Continuing Education Unit (CEU) is defined as 50 clock minutes of educational instruction, excluding breaks and lunch, in a Board approved continuing education program. All hours will be evaluated by the board for clock time and content before approval.

The maximum number of CEUs which may be granted for any single continuing education course or workshop topic is six. Except as allowed by the Board, a licensee may not receive credit exceeding six CEUs of the renewal total for correspondence work, video, sound recorded television programs or information transmitted by other similar means as authorized by the Board.

If approved, the provider continuing education shall furnish a certificate of completion to all participants that finish the program.

The certificate shall include:

- | | |
|-------------------------|--|
| 1. Name of Provider | 4. Number of CEU hours approved by the board |
| 2. Name of Participant | 5. Date of Completion |
| 3. Title of the Program | 6. Signature of Provider |

Any continuing education course or workshop already approved by the Board may be monitored or reviewed by the Board and upon evidence of significant variation in the program presented from the program approved, all or any part of the approved hours granted the program may be disapproved.

ALL PARTICIPANTS MUST BE PRESENT FOR THE ENTIRE PROGRAM TO RECEIVE CREDIT

APPLICATION FOR APPROVAL
CONTINUING EDUCATION PROGRAM OR ACTIVITY

Please Print or Type:

- Please mail or email application(addresses below)
- There is a \$100 Yearly Vendor Fee for all providers within the State
- There is a \$25.00 non refundable course fee for all new courses
- There is a \$5.00 non refundable course fee for repeated courses previously approved
- Checks made payable to: Maryland Board of Morticians and Funeral Directors

Directions: This form should be completed for lectures, workshops, seminars, conferences, and in-service programs offered by individuals, schools, professional associations and proprietary organizations desiring CEU approval by the Maryland State Board of Morticians and Funeral Directors.

Continuing education programs should concern the practice of mortuary science or related areas which can enhance the professional standards of practitioners.

Approval by the Board entitles the sponsor to publish a statement such as, this CEU program has been approved by the Maryland State Board of Morticians and Funeral Directors. (Credit time will be hours spent and content approved)

If the course and content have been approved and the content and instructor or hours have not changed, the program is approved. However, please send Application or Notice to the Board so it can be posted on our website.

Send one copy of this form by mail to the Maryland State Board of Morticians and Funeral Directors, 4201 Patterson Avenue, Baltimore, Maryland 21215 or email to darlene.cline@maryland.gov. Retain a copy for your own files. Applications must be received at least 60 days in advance of the anticipated activity with the course fee.

1. Name : _____

2. Mailing Address: _____

3. Telephone: _____

4. Form Completed By: _____ Date: _____

5. Each program should include the following information:

a. Sponsor _____

b. Instructor(s) Where Applicable

(Name)	(Title/Degree)	(Qualifications)

Note: You will not receive approval by letter. Visit the board website for approvals.

c. Topic _____

d. Title _____

f. Objectives _____

5. Date: _____ 6. Time: _____

7. Repeated: Yes No Dates: _____

8. Number of Hours (excluding lunch and breaks) _____

9. Location: _____

10. Participants fees (if any) _____

NOTE: A copy of the evaluation form expected to be used by attendees, a summary of any similar programs offered within the last two years and a copy of the course program should be attached to this application.

The provider of continuing education shall furnish a certificate of completion to all participants. The certificate shall include:

- A. Name of Provider
- B. Name of Participant
- C. Title of Program
- D. Number of CEU hours approved by the Board
- E. Date of Completion
- F. Signature of Provider

(Signature of Provider)	(Date)
BOARD USE ONLY	
DATE RECEIVED:	
APPROVAL/DISAPPROVED:	
DATE MAILED:	
PROCESSED BY:	
SUBMITTED TO WEBMASTER:	